

Enterprise Human Resources and Payroll

#34 – *INACTIVE NOA CODES*



As of 12/01/02, the following NOA codes will be inactivated. The navigation path is provided as well.

9070 – TEA Start

9071 – TEA Stop

9120 – Annual Leave Category-Mass Chg

9230 - Alimony/Child Support - Start

9231 - Alimony/Child Support – Stop

9360 - Savings Allotment - Stop

9370 - Savings Allotment - Start

9380 - Savings Allotment - Change

9460 - Net Allotment - Stop

9470 - Net Allotment – Start

9501 - Union Dues Stop - Outside BU

9502 - Union Dues Stop - Ee Request

9503 - Union Dues Stop - Union Request

9504 – Union Dues Stop - Mass Change

9510 – Union Dues Deduction – Start

9511 – Union Dues Start - Mass Change

9600 – Health Benefits Stop

9620 – Health Benefits Start/Change

9627 – Premium Waiver For Someone With No Hb

962T - H.B. Start/Change For Temps

9630 – Est Thrift Fund Account

9631 – Chg Thrift Fund Account

9632 – Stop Thrift Fund Account

9633 – Cancel Erroneous Thrift Account

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Inactivated NOAs Continued:

9700 - Charity Deduction Stop

9710 - Charity Deduction Start

9930 – Quarters Deduction - Start/chg

9940 – Subsistence Deduction - Start/chg

9950 – Laundry Deduction - Start/chg

9973 – Quarters Deduction - Stop

9974 – Subsistence Deduction - Stop

9975 – Laundry Deduction - Stop

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As of 12/01/02, the following NOA codes will remain active, but may also be auto generated by Mass/Mask processes. This information supercedes information from Postcard #6.

9995 – Home Address Change.

With the new release, the Payroll Interface will automatically generate this NOA on all processed HIR actions. This NOA will not appear on the employee record. Users will continue to key 9995 actions on non-HIR rows.

9998 – Home Address Change - Separated Employee

This NOA will be generated by the Terminate NTE Mass process (see Postcard #32). A row will be inserted on to the employee's record. Users will continue to key 9998 actions on non-NTE employees.

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How does the inactivation of NOA codes impact the processing of those NOAs?

- The user will no longer need to enter the PAR actions for these actions.
- If the NOA has been inactivated, the user can go directly to the page and enter the updates there:
 - TEA Starts (9070) and Stops (9071) are keyed on Administer Workforce > Administer Workforce (USF) > HHS > Transportation Equity Act. A start is sent if the inserted row status is Active. A stop is sent when the status is Inactive.
 - Net Allotments (9460, 9470) are keyed on Compensate Employees > Maintain Payroll Data (USF) > Use > Direct Deposit A start is sent if the inserted row status is Active. A stop is sent when the status is Inactive.
 - Union Mass Actions (9504, 9511) are handled through the Union Mass process. See Postcard #31).
 - All other actions listed in this postcard are entered on Compensate Employees > Maintain Payroll Data (USF) > Use > General Deduction Data

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There are now two ways to canceling an erroneous thrift action (NOA 9633):

- Navigate to Compensate Employees > Maintain Payroll Data (USF) > Use > General Deduction Data
- Open the Employee data in Correct History mode.
 - If the effective date of the termination is not the same as the effective date of the original action:
 - Insert a new row with an appropriate effective date.
 - Terminate the TSP. Set TSP status code to E, I or J.
 - If the effective date of the termination is the same as the effective date of the original action:
 - Delete the erroneous row.
 - Enter a new row with same effective date with the termination data. Set TSP status code to E, I or J.

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What if a user makes an error on one of these actions? How will the payroll system be notified since we no longer enter a PAR?

- If the keying error is discovered within the same day, the users should contact their Super User. The Super User will then utilize Correct History to correct the error. The payroll interface will then pick up the update.
- If the error is discovered after the date keyed, here are the procedures available for rectifying the error:
 - The user may enter a new row with accurate data. The effective date of this row must be more current than the previous row in the employee's record. Additionally,
 - If the error is on the most effective dated row: the user may request that their Super User delete the erroneous row. Once the deletion occurs, the correct data would need to be re-entered. This re-entry will trigger the notification of the change to the payroll interface.
 - If the correction is on a historic row (not the current row): a Super User may insert the row with an effective date less than current row's effective date. A Help POC ticket should be entered to request that this action be resent.